

# Appendix 2 - Application Procedures - Final Draft

## Appendix 2

### Williamsburg Architectural Review Board Application Procedures

1. In Architectural Preservation Districts and the Corridor Protection Districts, no clearing, grading, demolition, relocation, building, or sign permit will be issued for any project until the Architectural Review Board has granted approval. Other exterior changes that do not require a building permit may require approval from the Architectural Review Board, such as painting and site work. Applicants are advised to check with the Planning Department before beginning such work.
2. The Architectural Review Board meets on the second and fourth Tuesday of every month at 6:30 p. m. in Stryker Center at 401 North Boundary Street. To be placed on the agenda for a meeting, applications must be submitted no later than the close of business on Friday, as shown on the meeting schedule. Meeting schedules and applications are available on the City's website and the Planning Department. Adjoining property owners will be mailed written notifications for construction projects, and public notification placards will be posted for new construction, demolition, additions, alterations, relocation, and major rehabilitation applications.
3. Applications to the Architectural Review Board must include the appropriate application form signed by the property owner and nine sets of plans (elevations and site plans) for large commercial projects. For smaller projects, the preferred plan size is 11"x17". A list of all materials for the project and the colors proposed must be included with the application.
4. Applications to the Architectural Review Board for signs must include a complete sign application form signed by the property owner, with one color rendering of the proposed sign(s). Specific colors must be listed on the application. Building-mounted sign(s) must include an elevation of the proposed sign(s) on the building. Monument or free-standing signs must include a site plan indicating the sign's location and any proposed lighting/landscaping.
5. Applicants who are not on the consent agenda must be present at the meeting. Applicants on the consent agenda are encouraged to attend the meeting, but attendance is not mandatory. If a case is removed from the consent agenda and a representative is not present, the case will be tabled until the next meeting.
6. Staff will send a copy of the Architectural Review Board's decision within a week after the meeting. If the Architectural Review Board denies the application, the applicant will receive written explanation of the decision.
7. Building, demolition, and relocation permit applications are available at the Code Compliance Office between 8:00 a. m. and 4:30 p. m. Check with the Code Compliance Office at 757-220-6134 for additional information for plan review.
8. The applicant is responsible for notifying the Planning Department when the construction project is ready for inspections for compliance with plans approved by the Architectural Review Board. In addition, a foundation survey prepared by a surveyor must be submitted and approved by the Zoning Administrator before proceeding above the foundation. If completed projects do not comply with approved plans, the applicant will violate the Zoning Ordinance and be subject to civil penalties and other legal action, including injunction, abatement, or other appropriate action or proceeding to ensure compliance with his ordinance.